

## **Fees and Admissions policy**

### **Aim**

It is our policy to ensure that parents are advised of the fees that we charge and what these fees include and exclude. We aim to make our setting accessible to children and families from the local community through open, fair and clearly communicated policies and procedures.

### **Contact Details for Little Lizzies**

**Lorna Ford**- Ofsted Registration Number: EY537306

**David Ford** - Ofsted Registration Number: EY546233

#### **Address:**

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### **Provision**

As outlined in the 2017 EYFS framework, we are restricted to the number and ages of children that we may care for at any one time. As part of our Ofsted registrations we are able to care for 12 children under the age of 8 years, 6 of which may be under 5 years old and 2 of these may be under 1 year old.

We drop off and pick up from the following settings and schools:

- **Saxmundham Primary School**

### **Opening hours**

Parents will be given a copy of our annual working hours. These are set to coincide with Suffolk County Council school term dates. We offer holiday childcare for one week during the Easter holiday and three weeks over the school summer holiday. We do not provide childcare over half-term holidays or bank holidays

Information and dates of childcare availability during school holiday periods are available upon request and will be given to parents at the start of the school year in September.

The setting is not registered for overnight childcare.

### **Our setting is open at these times:**

- Breakfast club 8.00-9.00 am
- Morning session: 9.00-12.00 pm
- Afternoon session: 12.00-3.00 pm
- Afterschool Club: 3.00-6.00 pm

### **Attendance during sessions**

Please inform us of any reason your child is unable to attend. We are required to take an attendance register each day.

## Fees

Hourly rate    £6.00

Daily rate     £60.00 (8.00 am-6.00 pm)

## Additional charges

We make additional charges for certain offsite activities play sessions and children's clubs:

- Crocodile Rock- £2.00/ week
- Baby Ballet- £4.00/week

Fee's for other groups/activities your child may wish to attend are to be paid directly to the company concerned e.g. Ballet classes or football sessions

Holiday club outings- Contribution to costs and children's own spending money will be requested.

If you experience difficulties meeting the cost of these additional services, please come and speak to us.

## Occasional charges

There may be times that other fees are added to your monthly invoice. These may include:

**Late collection fee:** £3.00 per 15 minutes late collection.

**Unsociable hours:** Our usual working hours are from 8.00 am until 6.00 pm. We are not registered to work outside these hours.

**Late payment fee:** We reserve the right to terminate your childcare contract if payment is delayed beyond 14 days.

If you require pre-arranged childcare outside of your contracted hours the fee will be £6.00 per hour.

### **Payment**

Fees should be paid in advance and are due weekly on the day of the week that your contracted hours begin.

Preferred mode of payments are cash, cheque, BACS etc.

We accept payment via most childcare vouchers. Please check with me as to whether I accept the vouchers provided by your workplace. I am also registered with the Government's Tax-Free Childcare system.

### **Retainer Fee**

If we are able to offer a reserved place for your child, we will charge a retainer fee at 50% of the required contracted hours. This is payable on a weekly basis. We will provide you with a written contract to cover the retained period. Without payment of the retainer fee we can not guarantee a place for your child at any time in the future. The retainer fee is not a credit against future fees and as such is non-refundable.

### **Holidays and unplanned absences**

We do not charge fees for school holiday periods or bank holidays when we are not open.

Normal fees apply if parents take holidays outside of setting holiday periods.

For further information for childminder or children's absences see our; Illness and Infectious Diseases Policy, Adverse Weather Policy and Accident, Incident and Emergency Policy.

Childminder's name Childminder's signature	Lorna Ford
Date	18-6-18
Childminder's name Childminder's signature	David Ford
Date	18-6-18

Date policy was written	June 2018
This policy is due for review on the following date	June 2019

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